

DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION

Classification: Natural Resources Region Team Supervisor

Working Title: Wausau Team Leader

POSITION SUMMARY: This position is responsible for the supervision and implementation of the Forestry Division's integrated programs for the assigned geographic area and for integration among those programs and all other DNR programs within the assigned area. This position has forest fire management responsibilities which include initial attack duties and operational fire line assignments. Customer and partner groups may include forestry and non forestry DNR staff, cooperating and consulting foresters, citizens, citizen groups, tribal governments, industry leaders, and governmental and educational representatives.

This position is key to public safety and security and requires the incumbent to meet and maintain the physical fitness test standards required for all Department protective positions. The principal duties of the position require active fire suppression duties which require frequent exposure to a high degree of danger or peril and also require a high degree of physical conditioning. This position is available for fire suppression, pre-suppression, and prevention duties year-round.

REPORTS TO: This position reports to the Area Forestry Leader and supervises foresters, forestry technicians and limited term employees performing the full range of forestry work in the assigned area.

LOCATION: This position is located in the Northeast District, Woodruff Area, Wausau Team out of the Medford, Merrill, Tomahawk, or Wausau stations.

GEOGRAPHIC RESPONSIBILITIES: Taylor, Lincoln, and Marathon counties and assistance to other teams across established boundaries as requested.

TRAVEL REQUIREMENTS: The job holder travels frequently within the geographic scope of the assigned stations, as well as occasional statewide travel.

GOALS & ACTIVITIES:

10% A. Management & Administration of Integrated Programs

- A1. Develop a team specific work plan that details goals and objectives and is aligned with leadership priorities.
- A2. Provide guidance to team members on managerial and administrative matters.
- A3. Provide direction, interpretation, and guidance to team members on policy matters, forestry practices, and programs.
- A4. Develop a system/process to implement daily operations.
- A5. Establish a process or system to manage and track the budget and other resources.
- A6. Establish team guidance to produce and maintain an excellent safety record.

30% B. Team Talent Development & Supervision

- B1. Establish a clear vision and direction for program staff on how the team will succeed.
- B2. Create an achievable work plan for each team member.
- B3. Establish strong, effective, trust-based relationships with and between each team member.
- B4. Build a technically competent team through guidance and mentoring.
- B5. Build an engaged, healthy team through guidance and coaching on interpersonal matters.
- B6. Monitor and track staff performance to ensure accountability.

- B7. Develop a succession plan to ensure bench strength and knowledge management.
- B8. Make determinations on how to optimally shift resources as workload demands.
- B9. Redirect staff time and workload to meet emerging needs.
- B10. Monitor workplace dynamics (e.g. conflict management, respect) and address areas of under or non-performance and bring to a sustainable conclusion.
- B11. Develop communications for staff to keep them apprised on Division news and changes.
- B12. Adhere to civil service, Department and Division protocols and practices required of classified supervisory staff (e.g. recruitment, hiring, performance reviews, etc.).

45% C. Technical & Team Performance Management

- C1. Develop a system/process to monitor the effectiveness of program integration.
- C2. Monitor and enforce compliance with statutes, rules, handbooks, and other program policy.
- C3. Make decisions that result in solutions for enhanced field operations.
- C4. With Leadership, identify customer service related initiatives, activities, etc. to ensure responsiveness and enhance delivery of products and services.
- C5. Establish a process to determine how to optimally shift resources as workload demands.
- C6. Redirect staff time and workload to meet emerging needs.
- C7. Review and approve selected plans, cutting notices, timber sales, fire reports, cost-sharing projects, and other products to ensure technical competency, program consistency and compliance.
- C8. Collaborate with team members in performing forest management activities on private lands, county forests and state lands as a team builder and mentoring opportunity.
- C9. Ensure well managed fire/incident or emergency situations through sound decisions and judgment calls as part of Incident Command situations.
- C10. Ensure fire readiness at the local level (equipment and safety) and serve in appropriate overhead positions for fire and other emergency events.
- C11. Serve as Incident Commander on emergency events as needed, assume command of forest fires that exceed the capabilities of the forester ranger, and ensure safety of all personnel during forest fire incidents and prescribed fires.
- C12. Prepare accomplishment and other required reports at the established intervals to track performance progress.

15% D. Communications & Partnerships

- D1. Communicate changes, updates, goals etc. to external partners.
- D2. Monitor the current strength and effectiveness of existing partnerships.
- D3. Ensure partnership agreements are implemented with local governments, delineate mutual responsibilities, and meet expectations.
- D4. Facilitate conflict resolution regarding technical decisions to address and resolve professional disagreements at the local level.
- D5. Provide technical forestry assistance to local governments.
- D6. Represent the Forestry Division at local government meetings as needed.
- D7. Serve on teams, working groups, ad-hocs, projects, committees, etc. to advance Division goals and to promote sustainable forestry.
- D8. Develop a local outreach and education plan in accordance with leadership directives.
- D9. Integrate forestry program implementation with other Department programs.

SPECIAL REQUIREMENTS:

- Must have at least one of the following single resource boss certifications upon appointment: Engine Boss (ENGB), Heavy Equipment Boss (HEQB) or Firing Boss (FIRB).
- Obtain and maintain Task Force Leader (TFLD) and Wildland Fire Investigator (INVF) certifications within 36 months of appointment.
- Meet the physical fitness test standards required for all Department initial attack fire protective positions upon appointment.
- Forest Ranger Credentials. Job holders have 24 months to complete the training associated with obtaining Forest Ranger Credentials.
- Obtain and maintain Engine Operator (ENOP) and Tractor Plow Familiarization (TPFL) certifications within 12 months of appointment.
- Obtain and maintain Incident Commander Type 4 (ICT4), Engine Boss (ENGB), Heavy Equipment Boss (HEQB) and Firing Boss (FIRB) certifications within 24 months of appointment.

KNOWLEDGE, SKILLS AND ABILITIES:*Upon Appointment:*

1. Knowledge and skill related to applied forestry (forest fire management and sustainable forest management).
2. Knowledge of the principles and practices of silviculture (science-based forest management practices).
3. Knowledge of practical field forestry procedures including data collection, tree and site identification, regeneration assessment, forest aesthetics, silvics, pest identification and pest control procedures.
4. Knowledge of forest management practices that enhance wildlife habitat.
5. Skill in developing effective forest management plans.
6. Skill in using word processing software to produce finished documents, spreadsheet software to tabulate and/or analyze data, presentation software to convey information to groups, air photo interpretation, and email software necessary to communicate with others.

Full Performance:

7. Knowledge of all aspects of the Forestry program supervised.
8. Knowledge of all aspects of the Division of Forestry's program in Wisconsin.
9. Knowledge of forestry interests within the state.
10. Knowledge of other DNR programs as they pertain to the work of the District.
11. Knowledge of state statutes, administrative rules, policies, and programs applicable to programs within the position's purview and relevant to necessary enforcement.
12. Knowledge of DNR specific policies and procedures pertinent to the Division of Forestry, including regulations, handbooks, and manual codes.
13. Skill in program management methods for a decentralized organization, including policy interpretation, implementation, monitoring, and evaluation.
14. Skill in administration and management, including resource allocation and monitoring, budget management, contracting procedures, and human resources policies and procedures, particularly with a geographically dispersed workforce.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS:

Strength requirements for the position are on a continuum.

- Sedentary work (exerting up to 10-20 pounds of force occasionally and/or a negligible amount of force) for 25-50% of the time.
- Medium to heavy work (exerting up to 100 pounds of force occasionally) accounts for less than 25% of the time.

Physically, the position is required to meet and maintain the physical fitness test standards required for all Department protective employees. Position will have significant physical responsibilities related to fire suppression. Sitting and standing will be over 75% of the time. Approximately 25% to 50% will involve bending, kneeling, and reaching when assisting with field work and/or completing field visits.

Environmentally, the position will spend approximately 25%-50%% of the time indoors. Outdoor work will occur with field visits and in performing field activities including fire suppression activities.

Equipment Used: General office equipment, hand tools, GPS/navigation equipment, power tools, radios/electronic equipment, and fire suppression equipment. The position is also required to travel frequently throughout the assigned area and therefore must have the ability to travel to independently to locations throughout the district/state.

TELEWORK EVALUATION:

Based on an assessment of the goals and work activities, this position may be eligible for telework. Telework approval is based on individual circumstances and is subject to supervisor approval and DNR telework policies. Approval is subject to change without notice based on business needs.

PD Addendum of WI DNR Competencies

Service Excellence for Customers & Partners

- Make excellent customer/partner service a top priority and actively seek to improve it.
- Work to identify and understand the needs of others and strive to create the most value for them, focusing on their satisfaction.
- Responsive to changes in customer/partner goals, deliver on promises, follow-up appropriately thus service delivery is marked by fairness, integrity, high ethical standards and the utmost respect for others in order to generate trust as an outcome.
- Actively seeks to achieve results that best strike the balance with the Division's service role and regulatory authority with the customer/partner goals.

Effective & Fair Decision Making

- Analyze situations fully and accurately to reach productive, and where appropriate, uniform decisions. Consult appropriate parties/stakeholders as necessary and identify the key concerns and/or issues that need to be addressed in order to make the best decision possible.
- Discern the pertinent facts and develop clearly based objective criteria.
- Make timely, well-reasoned decisions by integrating information and perspectives appropriately.
- Evaluate the immediate and longer-term consequences of decisions.
- Use sound professional judgment in their analyses and decisions.

Effective Communication

- Express ideas in a clear, concise, and effective manner, both orally and in writing.
- Ability to present, facilitate and instruct as part of staff meetings and partner activities.
- Use correct grammar and sentence structure in communications.
- Strong listening skills, particularly when different viewpoints are expressed.
- Openly share information, transparent and keep all concerned parties informed.

Interpersonal Relationships & Partnership Building

- Build and effectively utilize relationships and influence networks to achieve goals.
- Share knowledge and build trust with colleagues, managers and external partners.
- Tactful when dealing with sensitive issues and personalities.
- Exercise social intelligence: have a high level of self-awareness, are aware of impact on others.
- Work through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust.
- Recognize sensitive information and exercise discretion.
- Approach professional conflicts in a constructive manner. Refrain from personal attacks and excessive emotions.
- Demonstrate sound judgment under pressure and retain focus on desired business outcomes in difficult conditions.
- Proactive in addressing problems.
- Exemplify the commitment to the DNR's core value of respect- to work with people, to understand each other's views and to carry out the public will; maintain integrity and treat everyone with fairness, compassion, and dignity.

Demonstrates Leadership

- Establish vision, set direction and initiate strategy by analyzing forces and trends that impact the program. Anticipates future needs, challenges and identifies potential options and constraints; critically evaluates information to promote the most effective position.
- Identify the implications of decisions and actions on people, other parts of the organization, external partners and customers. Understand the abstract and think in terms of whole systems and complex interrelationships. Synthesize large, disparate bodies of information.
- Mobilize staff to face and tackle tough challenges. Facilitate staff through the change process by helping them to navigate loss and work through discomfort so that they can adapt to emerging conditions and see the potential within broader organizational strategies and priorities.
- Establish formal and informal relationships with others to provide feedback, information, support and resources to help them develop new or higher levels of skill and ability.
- Empower others to reach higher levels of performance through trust, delegation, participation and coaching.
- Provide direction, support and encouragement amongst their team colleagues and partners.
- Hold up high standards of excellence towards the accomplishment of desired outcomes and objectives.
- Inspire confidence and respect which is motivating for others, builds positivity; keep the team cohesive and partners confidently engaged.